

P94/5



U.S. Department of
Transportation

The Professional Exchange Program



NEWARK PUBLIC LIBRARY

MAR 3 1986

U. S. GOVERNMENT
DEPOSITORY 326

Open Enrollment
Period

February 18, 1986 – March 31, 1986

TD1.2:

PROFESSIONAL EXCHANGE PROGRAM ANNOUNCEMENT

Purpose:

This program provides employees with opportunities to (1) broaden their experience; (2) gain new knowledge and abilities; demonstrate current knowledge and abilities; (3) observe different management styles; and (4) work in another organization. Length of assignments range from one to twelve months. Types of assignments may be as members or leaders of special task forces, studies, or projects, and to "backfill" when another employee is selected for an assignment.

Who May Apply:

Only permanent employees of the Department of Transportation, in pay plans GS and GM, in grades 11 through 14 are eligible. Current program candidates need not reapply, but must update their file, by submitting a new Professional Exchange Program Employee Interest Form attached to this announcement.

How To Apply:

Send a current SF-171, Personal Qualifications Statement, a copy of the most recent performance appraisal, and the Professional Exchange Program Employee Interest Form. A new SF-171 is not required for current candidates, although a new, revised, or updated SF-171 will be accepted. Every effort should be taken to ensure that the SF-171 reflects the completion of all recent training courses and awards received, and presents work experiences in the best possible format. Since a manager's time is very limited, it is to the employee's benefit not to attach to the SF-171 such documents as position descriptions, training certificates, work samples, awards, and similar kinds of items. If desired, work samples may be taken to an interview, and the completion of training and receipt of awards should be listed in the appropriate blocks on the SF-171 or on continuation sheets. This procedure provides the best opportunity for applications to be thoroughly reviewed.

When To Apply:

Open Enrollment Period.

All employees in appropriate grade levels may apply from February 18, 1986, through March 31, 1986. Current candidates must update their files during this period by submitting the new Professional Exchange Program Employee Interest Form. After March 31, 1986, applicant files not updated will be removed from consideration.

Completion of Management Training.

After completion of the Open Enrollment Period, employees may apply upon graduating from management training courses such as the Seminar for Prospective Women Managers, Management Skills Seminar or similar kinds of management training. Forms will be available at your Operating Administration Personnel Office.

Where To Apply:

During "Open Season" Headquarters and field employees are encouraged to contact their local Program Coordinators in the Operating Administration Personnel Offices, listed on the last page of this announcement, for counseling in the submission of applications. Members of the Special Programs Staff (M-12) will be available if there are additional questions. Send the applications to:

Professional Exchange Program
Office of Personnel, M-12, Room 9425
Office of the Secretary
Department of Transportation
Washington, D.C. 20590

Professional Exchange Assignment Candidate File:

Employees who submit applications will be listed in the Professional Exchange Program Candidate File maintained by the Office of Personnel. Candidates listed in the file will be matched to assignments and referred to the requesting Administration for consideration. Upon completion of an assignment an employee's application will be placed in a "hold status" for a period of time equal to the length of his/her previous assignment. (Example: An employee who completes a six month assignment is placed in a "hold status" and his/her application is not referred for consideration for six months.) An employee's application will be automatically returned to an active status upon completion of the "hold" period unless he/she requests to be withdrawn from the program.

Privacy Act Information: The referenced form is used to match applicants to Exchange assignments and is authorized under Title 5 of the U.S. Code, Section 3301. The Professional Exchange Program Employees Interest Form must be completed for you to be considered. Social Security Number is necessary to verify present employment status, and to identify records in the Professional Exchange Program Candidate File.

APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, GENDER, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAPPING CONDITION.

Instructions For Completing The Professional Exchange Program Employee Interest Form

To accomplish Exchange assignments, knowledge and abilities are required in various combinations. Listed on the following page are areas of knowledge and abilities that will be used to identify assignment requirements.

Knowledge and Abilities:

Select up to a total of eight (8) areas of knowledge that you possess and would like to use if selected for an assignment. Identify up to a total of five (5) of your strongest abilities which you believe allow you to make the greatest contribution if selected for an assignment.

Select up to a total of five (5) areas of knowledge and three (3) abilities you would be interested in obtaining or gaining an understanding of while on an assignment.

Place the letter "P" beside those that you possess and the letter "I" beside those which you are interested in obtaining.

Candidate List:

The Operating Administration identifying the assignment will be furnished a candidate list divided into two sections: Section one will be candidates who have indicated that they possess all or the majority of the knowledge and abilities that match the requirements of the assignment.

Section two will be candidates who have indicated an interest in obtaining the requested knowledge and possess all or the majority of requested abilities, or have indicated an interest in obtaining both the knowledge and abilities.

The manager may select from either section.

The Professional Exchange Program Employee Interest Form

To indicate your availability for the Exchange Program, please complete the following:

1. Name _____
2. SSN _____
3. In Which Geographic Areas Will You Accept an Assignment: (Check one)
 - a. _____ Local Commuting Area
 - b. _____ Anywhere
 - c. _____ Only In (You may list up to five states and / or DC)
 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
4. Select up to eight (8) areas of knowledge and five (5) abilities that you possess and would like to use if selected for an assignment. Select up to five (5) areas of knowledge and three (3) abilities that you are interested in obtaining. Place the letter "P" beside those that you possess and the letter "I" beside those that you are interested in obtaining.

Knowledge of

- _____ (1) accounting procedures
- _____ (2) administrative procedures
- _____ (3) air traffic control
- _____ (4) aircraft and aircraft systems
- _____ (5) aircraft operations (pilot)
- _____ (6) artistic design and display
- _____ (7) auditing
- _____ (8) aviation industry
- _____ (9) behavioral science techniques and procedures
- _____ (10) budgeting methods and techniques
- _____ (11) business law and practices
- _____ (12) civil rights
- _____ (13) community planning concepts
- _____ (14) computer requirements and techniques
- _____ (15) contracting and procurement methods
- _____ (16) economics
- _____ (17) electronics theories
- _____ (18) engineering
- _____ (19) environmental planning and protection
- _____ (20) equal employment opportunity policies and practices
- _____ (21) experimental design and research
- _____ (22) financial transactions and operations
- _____ (23) grant programs
- _____ (24) highway safety programs
- _____ (25) highway traffic programs
- _____ (26) international affairs
- _____ (27) investigative techniques
- _____ (28) legal documents and procedures
- _____ (29) legislative processes
- _____ (30) library functions and services
- _____ (31) logistical support techniques
- _____ (32) management planning and processes
- _____ (33) mathematics
- _____ (34) office automation
- _____ (35) personnel management policies and practices
- _____ (36) physical science techniques and procedures
- _____ (37) public affairs
- _____ (38) railroad industry

- _____ (39) safety and occupational health programs
- _____ (40) statistics
- _____ (41) supply systems
- _____ (42) support services (i.e. printing, records management)
- _____ (43) systems analysis and design
- _____ (44) transportation industry
- _____ (45) training program development and design
- _____ (46) hazardous material / regulations

Ability to

- _____ (101) assign or delegate work
- _____ (102) brief or instruct (large groups)
- _____ (103) communicate orally (explain, advise, or persuade one-to-one or in small groups)
- _____ (104) determine quality or projects, programs, or performance by comparison against standards of objectives
- _____ (105) develop new ideas or revise policies, procedures, programs, or solutions to problems
- _____ (106) establish objectives, requirements, priorities, and deadlines in order to determine course of action for work
- _____ (107) express ideas in writing (reports, information papers, memoranda, and letters)
- _____ (108) function under pressure, such as time limitations or intense public interest
- _____ (109) independently originate action (self-starter)
- _____ (110) interact with others in a one-to-one or group situations (often called "teamwork," "cooperation," "interpersonal skills," "ability to meet and deal," and "tact and diplomacy")
- _____ (111) monitor work of others
- _____ (112) obtain information, define problems, identify relationships, evaluate quality, assess impact, and make conclusion / recommendations
- _____ (113) write technical reports and manuals

CUT ON THIS LINE

The Professional Exchange Program

For your convenience, we have listed the telephone number for your Washington Headquarters Program Coordinator.

Office of the Secretary-(202) 426-4114

Special Programs Staff-(202) 426-5104

Federal Aviation Administration-(202) 426-8832

Urban Mass Transportation Administration-(202) 426-5255

National Highway Traffic Safety Administration-(202) 426-0958

Research and Special Programs Administration-(202) 426-7608

Federal Highway Administration-(202) 426-0512

Federal Railroad Administration-(202) 426-9771

United States Coast Guard-(202) 426-0921

Inspector General-(202) 755-2677

Maritime Administration-(202) 382-0416

Saint Lawrence Seaway Development Corporation-FTS 8-953-0239